

## FORM 45: Close-Out Letter to Individual

IA-YY-XXX

(Name of individual)

[NOTE: HOME ADDRESS DELETED  
UNDER 10 CFR 2.390(a)]

SUBJECT: (NRC Inspection Report No(s). (XXXXXXXXXX/YYYYYNNN))  
[If applicable, add "and (Investigation Report No(s). X-XXXX-XXX)"]

Dear \_\_\_\_\_:

This refers to the inspection (investigation) conducted on (date(s)) regarding your activities at the (plant name) facility. [Use (City, State) for materials licensees.] [This section should address the purposed of the inspection and any other facts that are relevant to this case.]

[Add one of the following paragraphs, as applicable:

"On (date), the NRC provided you with the inspection report (a factual summary of the OI report) and on (date), a closed (transcribed) predecisional enforcement conference was conducted (location, e.g., in the Region III Office) with you to discuss the apparent violations, their significance, their root causes, and your corrective actions."

or

"In the letter transmitting the inspection report (factual summary of the OI report) dated (date), we provided you the opportunity to address the apparent violation(s) identified in the report by either attending a predecisional enforcement conference or by providing a written response before we made our final enforcement decision. In a letter dated (date), you provided a response to the apparent violations."

or

"In a letter dated (date), the NRC issued you a Demand for Information concerning this issue. In a letter dated (date), you provided a response to the Demand for Information."]

After considering the information developed during the inspection (investigation) and the information that you provided during the conference (and the information you provided in your response to the inspection report (Demand for Information) dated (date), the NRC has decided not to take enforcement action against you in this case. Notwithstanding this decision, the NRC has determined that your actions contributed to a violation of (an) NRC requirement(s). A copy of the Notice of Violation issued to your employer, (name of licensee), is enclosed.

Please feel free to contact (name fo NRC contact) of my staff if you have any questions. (name of NRC contact) can be reached at (phone number).

You are not required to respond to this letter. However, should you chose to respond, your response should be sent to the U.S. Nuclear Regulatory Commission, ATTN: Regional Administrator, Region \_\_, (regional address), and marked "Open by Addressee Only," within

30 days of the date of this letter. [Add the following sentence for licensed individuals: "In accordance with 10 CFR 2.390 of the NRC's "Rules of Practice," a copy of this letter, its enclosure(s), and your response will be made available electronically for public inspection in the NRC Public Document Room or from the NRC's document system (ADAMS), accessible from the NRC Web site at <http://www.nrc.gov/reading-rm/adams.html>. To the extent possible, your response should not include any personal privacy, proprietary, or safeguards information so that it can be made available to the Public without redaction. If personal privacy or proprietary information is necessary to provide an acceptable response, please provide a bracketed copy of your response that identifies the information that should be protected and a redacted copy of your response that deletes such information. If you request withholding of such information, you must specifically identify the portions of your response that you seek to have withheld and provide in detail the bases for your claim of withholding (e.g., explain why the disclosure of information will create an unwarranted invasion of personal privacy or provide the information required by 10 CFR 2.390(b) to support a request for withholding confidential commercial or financial information) The NRC also includes significant enforcement actions on its Web site at [www.nrc.gov](http://www.nrc.gov); select **What We Do, Enforcement**, then **Significant Enforcement Actions**. This letter will be maintained by the Office of Enforcement in an NRC Privacy Act system of records, NRC-3, "Enforcement Actions Against Individuals." The NRC-3 system notice, which provides detailed information about this system of records, can be accessed from the NRC Web site at <http://www.nrc.gov/reading-rm/foia/privacy-systems.html>.

[Alternatively, use the following: "This letter and your response, if you choose to submit one, will not be made publically available either electronically for public inspection in the Public Document Room or from the Publicly Available Records (PARS) component of NRC's document system (ADAMS). However, you should be aware that all final NRC documents, including the final OI investigation report, are official agency records and may be made available to the public under the Freedom of Information Act (FOIA), subject to redaction of information in accordance with the FOIA.]

Sincerely,

\_\_\_\_\_  
Regional Administrator  
(or designee)

Docket No. 55- \_\_\_\_ (if applicable)  
License No. \_\_\_\_\_ (if applicable)

Enclosure: Notice of Violation issued to (name of licensee)